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S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO. 20-59

27 August 1959

SUBJECT : Dissemination of Training Evaluation Reports

REFERENCE : OTR Regulation 25-4, dated 29 September 1958, except for paragraph 3c(5), which is deleted

1. Effective 31 August 1959, responsibility for distributing training evaluations is transferred from the Assessment and Evaluation Staff to the Registrar Staff.

2. Procedures for distributing training evaluation reports are as follows:

a. Within 10 working days after a course is completed, the final class roster and appropriate copies of training evaluation reports will be forwarded to the Registrar Staff.

b. At least four copies of every training evaluation report will be prepared, and a fifth "student copy," so marked, will be supplied when the student is to receive a copy.

c. Reports are distributed to the following offices:

2 copies (3 if "student copy" provided)-component training officer, who will forward 1 copy to student's supervisor

1 copy - official Agency personnel file

1 copy - A&E Staff (this is OTR file copy)

3. After 31 August 1959, inquiries regarding distribution of evaluation reports should be directed to the Registrar Staff (25X1A [redacted] ext 8272). Inquiries about course performance of students should continue to be addressed to the A&E Staff (ext 2155).

25X1A

25X1A [redacted]

MATTHEW BAIRD
Director of Training

Distribution:
1-All TLO
1-Office of Personnel
OTR-Key 1C

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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